



Australian Government

Department of the Environment, Water, Heritage and the Arts

**National Collecting Institutions Touring and Outreach (NCITO) Program
Progress Report**

GENERAL INFORMATION

In the Funding Agreement you signed with us, you agreed to complete and return this Progress Report by 31 January in the year following the year in which you are awarded the Funding.

A separate template must be completed for each exhibition/project.

Please use the budget template provided.

- Please use **black font** to complete this template.

Organisation name

Address

PO Box address (if applic)

AND Street address

Suburb/City

State/Territory

Postcode

Nominated contact for organisation

This is the person who will provide day to day liaison with the Department

Title

First name

Last name

Position

Phone

Facsimile

Email address

Financial Year to which Funding applies

CERTIFICATION

I certify that:

1. The information provided in this Progress Report:
 - gives an accurate account of progress with the Touring program for the financial year to date;
 - is true and correct; and
 - is not misleading or deceptive in any way.
2. The organisation is conducting the Touring program in accordance with the NCITO Program Guidelines and our Application.
3. I have provided advice in relation to proposed expenditure this financial year.
4. I am authorised to sign this Progress Report on behalf of the Organisation specified on Page 1.

.....

Signature

.....

Print name

.....

Position/title

.....

Date

Note: only one certification required per institution per application round.

The following sections Touring Program, Financial Matters and Budget, must be addressed separately for each exhibition/project.

Project title:

Touring program

1. Please report on progress to date with each of the Tours/Exhibitions and Development proposals outlined in your Application.
 - Outline key achievements to date for each part of the Touring program.
2. Are all parts of the Touring program progressing satisfactorily?
 - If not, please provide details of any aspects where there are delays to progress of the funded Activity.
3. Are you proposing any significant changes to the agreed Touring program?
 - If so, please provide details and reasons for the changes.
4. If you were not able to provide all requested information at the time of the application (eg key personnel, venue and works lists, partnerships, etc), please provide updated information now.

Financial matters

Note: It is a requirement of the NCITO program that all Funding provided in a Financial Year can be expended within that year. If you cannot expend the Funding provided to date for this Financial Year, you will need to return the unexpended Funding within 21 Business Days so that consideration can be given to re-allocating your unused Funding to another NCI.

1. Is the expenditure of the Funding in accordance with your Budget and proceeding in a timely fashion?
2. Will you expend all of your Funding within this financial year?
-If not, how much Funding will you be able to utilise?
3. If applicable, please explain why there is a reduction from the original Budget in your Application.
3. If you are proposing to reallocate funding from another funded exhibition/project to this project, please explain why the additional funding is required and how it will be utilised.
4. If there is additional NCITO funding available, would you be able to utilise it?
-If so, how much funding could you expend by the end of the Financial Year and what will it be used for?
5. If you indicated that there would be Other Contributions available from other sources, is this still the case?
 Yes No

If **no**, please provide details of any Other Contributions which are not available and the impact their loss will have on the Touring program.

6. Are there any new sources of Funding available since the application was submitted? Please provide details.

3. Budget

Please provide details of the budget, using the following table.

	Initial Application	Initial Application		Progress Report	Progress Report	
	NCITO Funding sought	Other contributions <i>Please mark your financial contributions with *; in-kind contributions with #; and sponsorship with **</i>		Variation in NCITO funding sought (if applicable) <i>Please add comment below this table, marked with *</i>	Other contributions <i>Please mark your financial contributions with *; in-kind contributions with #; and sponsorship with **</i>	
INCOME						
EXPENDITURE						
Staffing*						
Freight						
Insurance						
Printed material						
Education & public programs						
Marketing and promotion						
Other (specify)*						
Total Expenditure						
*Comments						

*Please provide short comments/explanation on any changes to the Budget between the Initial Application and this Report.